



***Minutes of the Board meeting held on***

24<sup>th</sup> March 2021

A virtual meeting held via Zoom

**Present/apologies for absence:**

- **Present:** Luke Emerton (Chair), Iain Frazer (Treasurer), Hugh Edmond, Anne Hislop (Vice-chair), David Howell, Iain MacKay, Chris Robinson (Co.Sec.), Kayt Howell (Manager), Gordon Cowtan (Consultant)
- **Apologies:** None

Gordon asked all present for permission to record the meeting as a trial prior to next week's Annual General Meeting (AGM). All agreed.

**I. Agree AGM agenda**

- Kayt had circulated a proposed agenda prior to the meeting as follows:
  1. Welcome and apologies
  2. Financial report
  3. General Activities report
  4. Consultant's report
  5. Election of Directors
  6. Questions from the floor
  7. Thanks
- A power point presentation of slides to be used at the AGM had already been circulated. Gordon shared his screen and worked through the power point presentation to ensure it worked and to check for any changes/additions.

**II. Reports – who's doing/presenting**

- Welcome and apologies will be done by Luke.
- Financial report – Iain F. This will be just one slide with the basic information on it. Iain F will talk around it and answer questions at the end. Kayt will send the outline from last year to Iain F.
- General activities report – Kayt
- Consultant's report – Gordon. A lot of questions are expected following this about Balgair.
- Election of Directors – the process will be explained by Luke
- Questions – under the direction of Luke
- Thanks - Luke
- Anne wondered if any other reports were needed e.g. about the policies, a report from the Company Secretary. It was agreed that Luke would introduce everyone and recap on their roles in his welcome. This would include mentioning that Chris is now the Company Secretary. Kayt will be mentioning her work on the policies in her report and she will ensure that members know that they can be viewed on the FDT website. The Board agreed that this would be enough and a separate report was not necessary. Kayt will circulate her finalised report to the Board prior to the meeting.

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### **III. Tech support to run Zoom**

- It was felt that it would be useful to have someone who is not involved in the meeting to be made a co-host. They would be responsible for muting/unmuting FDT members, co-ordinating the voting process if required and managing any other technical issues. It was agreed to ask Peter Skabara.

### **IV. Test voting**

- Two Directors (David and Hugh) will be standing down this year but are eligible for re-election. Iain M is currently co-opted but can be elected as a full director at the AGM.
- FDT members have been invited to stand for election to the Board but so far no-one has come forward. Applications close 24 hours before the AGM.
- All candidates will be asked to give a short summary as to why they have chosen to stand.
- If there are more than 3 candidates a vote will be required. This can be done via a poll on Zoom. There was discussion about whether the results should be shared with everyone at the meeting as there was concern that candidates may be upset if they had not received many votes. Overall it was felt that it was more important to have complete transparency and share the results. The Board agreed unanimously that this should be done.
- Hugh indicated that he would be happy to stand down if there were other people interested. The Board would be reluctant to lose Hugh but would respect his decision if he wanted to stand down.

### **V. A.O.B.**

- A request had been made for a donation to assist in the development of the business hub at the Old Bowling Green. The request was discussed by the Board but it was reluctantly agreed that the FDT were unable to offer any financial help at the present time. Kayt will feed back this decision and add that the FDT are happy to help by sharing funding opportunities they are aware of and will be happy to help financially in the future providing it complies with the Articles of Memorandum. David felt it was important that the Scottish Government and other relevant bodies should be made aware of the fact that the FDT are unable to fund projects in the village due to the financial drain of the heating system at Balgair.